



HAZARDOUS MATERIALS PROGRAM SPECIALIST

Purpose:

To actively support and uphold the City's stated mission and values. To provide coordination and oversight in implementing, expanding, and maintaining an electronic hazardous materials reporting system for industry in the City. To respond and answer questions related to chemical, biological, and hazardous material events pertaining to the Fire Department, Police Department, and other agencies. Coordinate training programs and emergency operations drills pertaining to area of assignment; assist the City with their emergency and mitigation plans, and serve as the City's liaison on emergency preparedness issues. Work may require exposure to adverse weather conditions, dust, chemicals, and other hazardous or disagreeable elements.

Supervision Received and Exercised:

Receives general supervision from the Battalion Chief, Special Operations or from other senior staff members.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Develop and maintain an electronic reporting system for hazardous materials.
- Interact with industry, educational and health care facilities, in developing and reporting emergency response plans.
- Respond to hazardous materials incidents.
- Provide clear and succinct instruction at the hazardous materials technician level and first responder operations.
- Provide accurate advice to incident commanders during emergency incidents and work within the Incident Management System.
- Determine need and level of respiratory protection and chemical protective clothing at chemical or biological incidents.

Effective October 2003

Revised February 2004 (changes to range & training)

CITY OF TEMPE

Hazardous Materials Program Specialist (continued)

- Coordinate large-scale disaster exercises to prepare City department staff to respond quick and effectively to emergencies.
- Develop and conduct a wide variety of presentations and training programs regarding hazardous materials to the Fire Department, Police Department, and area businesses in order to provide general or technical information, unit functions or emergency response operations; conduct confined space certification training.
- Develop plans in order to prepare for, respond to, identify, and operate at a Weapons of Mass Destruction (WMD) incident. Review agency procedures and readiness for a WMD response.
- Develop and perform inspection procedures on personal protective equipment for WMD incident suitability.
- Maintain and calibrate toxic and flammable gas detection equipment for the Fire Department and other City departments as needed.
- Develop and revise Standard Operating Procedures and Policies for emergency response situations, such as Anthrax, Mercury spills, Weapons of Mass Destruction, and Nuclear bomb.
- Develop a Hazardous Materials Manual and update as needed. Conduct training sessions for the Fire and Police Departments on the contents in the manual.
- Participate in the Fire Department re-accreditation process as needed.
- Serve as a liaison for the City on emergency preparedness issues with the Federal Emergency Management Agency, the State of Arizona Division of Emergency Management, Maricopa County Department of Emergency Management, and other local municipalities.
- Represent the City and Fire Department on various internal and external task forces and committees.
- Work closely with other agencies and departments regarding policy and procedures on incidents involving hazardous materials.
- Administer the process for submitting federal and state reimbursement claims for City costs during and after emergency operations.
- Develop cost estimates and make budget projections; write grants for funding and administer grants and section budgets.
- Maintain log of hazardous material events; submit written reports; compile and analyze technical and statistical data.

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CITY OF TEMPE

Hazardous Materials Program Specialist (continued)

- Conduct confined space rescue, computer programs, and explosives training for department managers.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of professional experience in handling, storing, and transporting hazardous materials and response to emergency incident involving hazardous materials, including the equivalent of three years coordinating hazardous materials emergency response plans.

Training:

Requires the equivalent to a Bachelor's degree from an accredited college or university in environmental or industrial engineering, chemistry, microbiology or hazardous waste management or a related field.

Requires thorough knowledge of Title 40 CFR (Environmental Laws of the U.S.), Title 49 CFR (Transportation Laws), and Title 29 CFR (OSHA regarding Hazardous Response). In addition, requires an extensive knowledge and background in a variety of related computer software programs, such as database, word processing, spreadsheets, and digital photo editing.

Licenses/Certifications:

Possession of a hazardous materials technician certification as required by the U.S. Department of Occupations Safety and Health Administration (OSHA) and approved by the Arizona Division of Emergency Management.

Possession of Air Monitoring Equipment Repair Certification.

Possession of Confined Space Rescue Certification.

Possession of, or the ability to obtain, an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 7070

Salary Range: 37

FLSA: Exempt

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